General Statement of Duties

Performs standard intermediate level professional development of UI/UX components, style guides, and prototypes for web applications.

Distinguishing Characteristics

The Associate UI/UX Designer is distinguished from the Senior UI/UX Designer, which performs leads user interface and user experience design strategy and implementation for web applications.

The Associate UI/UX Designer is also distinguished from the Associate IT Developer, which performs standard level professional systems analysis and programming work developing, maintaining, and enhancing software application programs, operating systems, and databases.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

None

Essential Duties

Develops standard UI/UX (User Interface/User Experience) components and style guides for company-wide use.

Effectively communicates designs to developers and other key stakeholders.

Addresses product, marketing, and business needs in design and implementation of UI/UX solutions.

Conducts, observes and analyzes usability testing sessions.

Supports the QA team to make sure features are implemented as intended.
Assists with user research, interviews, surveys and usability studies, translating findings into wireframes and prototypes.

Keeps up to date with the latest UI design and usability trends and techniques.

Contributes to the Denver UI design style guide.

Performs other related duties as assigned or requested.

Plans and configures portions of the Information Technology communications infrastructure design and coordinates with the vendor for installation.

Responds to help desk escalations regarding communication infrastructure in person, remotely, or via phone, diagnoses complex problems, and resolves or refers to the appropriate Information Technology resource.

Maintains electronic and communication systems associated with the delivery of voice, data and video over a system infrastructure.

Performs limited communications server administration such as establishing user and voicemail accounts, setting passwords, backups and assigning access levels.

Confers with user agencies to determine and document future communications requirements.

By position, maintains inventory of communications infrastructure.

Oversees and provides instruction regarding Information Technology communications issues to lower classified Information Technology staff.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

- **Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

- **Customer Service** - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

- **Creative Thinking** – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

- **Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

- **Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates UX/UI design principles related to the job; advises others on UX/UI and ADA issues.

- **Technology Application** – Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

- **Writing** - Writes in a clear, concise, organized, and convincing manner for the intended audience.
**Knowledge & Skills**

Knowledge of UX/UI and ADA design principles sufficient to be able to review program specifications, design programs, and write or modify code.

Knowledge of the principles, methods, and tools for designing, developing, and testing applications in a given environment.

Knowledge of information technology systems analysis, including systems design, sufficient to be able to maintain current systems and implement new systems.

Knowledge of the principles, methods, and tools for analyzing and developing software test and evaluation procedures.

Knowledge of computer languages and their applications to enable a system to perform specific functions.

**Education Requirement**

Bachelor’s Degree in Computer Science, Information Systems, Business Administration, Mathematics or a related field of study.

**Experience Requirement**

Two (2) years of professional Information Technology experience.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education for all classifications.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Handles absentee replacement on short notice.

Occasional pressure due to multiple calls and inquiries.

Pressure due to multiple calls and inquiries.

Subject to long, irregular hours.

Subject to many interruptions.

Subject to pressure for multiple calls, inquiries, and interruptions.

**Level of Physical Demand**

1-Sedentary Work (0 - 10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.
Balancing: maintaining body equilibrium to prevent falling over.
Carrying: transporting an object; usually by hand, arm, or shoulder.
Color vision: ability to distinguish and identify different colors.
Crawling: moving about on hands and knees or hands and feet.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Feeling: perceiving attributes of objects by means of spoken word.
Field of Vision: ability to adjust vision to bring objects into focus.
Field of Vision: ability to see peripherally.
Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working the hand(s).
Handling: seizing, holding, grasping, or otherwise working with fingers.
Hearing/Talking: Hear and determine direction of sound.
Hearing: perceiving the nature of sound by the ear.
Kneeling: bending legs to come to rest on one or both knees.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
Mathematical reasoning Memorization
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Neck Flexion: Moving neck upward/downward.
Oral Comprehension
Pulling: Exerting force upon an object so that it is moving to the person
Pushing: exerting force upon an object so that the object is moving away from the person.
Reaching: extending the hand(s) and arm(s) in any direction.
Repetitive motions: Making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Standing: remaining on one’s feet in an upright position.
Stooping: Bending the body by bending the spine at the waist.
Talking: Expressing or exchanging ideas by means of spoken words
Vision Far acuity: ability to see clearly at 20 feet or more.
Vision Near acuity: ability to see clearly at 20 inches or less.
Vision: To observe animal behavior, read signs, and reading colors.
Walking: moving about on foot on uneven surfaces.
Walking: moving about on foot.
Written Comprehension.

**Background Check Requirement**

Criminal Check
Employment Verification
Education Check
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.
# Class Detail

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